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THE WHITE HOUSE
WASHINGTON

Executive Registry
81-9502/2

December 21, 1981

MEMORANDUM FOR HEADS OF EXECUTIVE AGENCIES

FROM: CRAIG L. FULLER
ASSISTANT TO THE PRESIDENT
FOR CABINET AFFAIRS *CF*

SUBJECT: Travel by Government Officials,
Including Foreign Travel

The President's Memorandum of December 16, 1981, expressed his concern about government travel practices and costs and directed that departments and agencies submit reports on the actions that would be taken to reduce unnecessary travel and expenses.

We are extending the deadline for submission of the report from agencies until February 15, 1982, so that you will have adequate time to review travel matters, develop and implement corrective actions, and to submit the required reports.

Enclosure

*Answered 23 Dec
(ER 9502/1)*

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THE WHITE HOUSE

WASHINGTON

December 16, 1981

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Travel by Government Officials,
Including Foreign Travel

Few government expenditures are more annoying to taxpayers than travel by government officials when the travel appears not to be necessary. I recognize that most of the \$4 billion spent each year for travel by government employees, military dependents and patients at Veterans Administration hospitals is necessary and fully justified. However, there are repeated instances of travel by government officials that raise questions, both as to whether all the travel really is essential and whether the official involved should be away from his usual place of work at the time of the travel. This is particularly true in the case of foreign travel.

As we discussed at a recent Cabinet meeting, I would like to have each of you review the travel policies and practices of your department or agency and report back to me on steps that you have taken to assure that excessive travel does not occur. Please forward a report on your department's efforts to reduce excessive travel to Craig Fuller. The report should cover both foreign and domestic travel. Each department should address the following areas:

1. Documentation of the purpose for trips.
2. Review to determine reasons for more than one person traveling to a particular event.
3. Review to determine the degree to which a trip is devoted to official business versus personal business/pleasure.
4. Explanation of why resort meetings which may involve unnecessary costs and raise legitimate questions of unnecessary expenditures cannot be avoided.
5. Review of the extent to which meetings and conferences are funded by contracts and grants.

I would like to have your report on the findings from your review and the changes you are making in policies and practices by December 30, 1981.

